

For: State and County Offices

FSFL Software Corrections for Loan Repayments Affected by the 2012 Leap Year

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Information Bulletin No. 6324 informed State and County Offices of actions necessary to correct FSFL repayments that were recorded in APSS from February 29, 2012, to March 1, 2013.

Information Bulletin No. 6347 instructed County Offices to stop the correction process because accounting records were not updating correctly and instructions provided in Information Bulletin No. 6324 needed clarification.

Before the software fix on March 1, 2013, the software was overcharging interest and understating principal paid by 1-calendar-day's interest accrual because of the leap year occurring in 2012. Principal balance was not being reduced correctly; therefore, corrections to repayments recorded from **February 29, 2012, through February 28, 2013**, must now be performed.

The corrections will benefit the producer and provide a correct principal balance for loans through the end of the loan term. If corrections are not processed, producers will continue to pay more interest on principal that is **not** correct. The following corrections **must** be completed:

- repayments recorded from **February 29, 2012, through February 28, 2013**
- any FSFL that was **paid in full** between **February 29, 2012, and February 28, 2013**.

Disposal Date	Distribution
October 1, 2013	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

A Background (Continued)

This process will increase workload in some areas because of the number of FSFL's that are outstanding or were paid in-full during this time period. However, it would not be equitable to not correct all principal balances before the next installment due date. Also, to treat all FSFL producers in a fair and equitable manner, refunds of amounts greater than \$9.99 **must** be paid to producers who paid their FSFL in-full between **February 29, 2012, and February 28, 2013.**

Note: For guidance with FSFL's that were liquidated or had a bankruptcy repayment:

- do **not** follow the instructions in this notice
- contact Stacy Carroll by either of the following:
 - e-mail at stacy.carroll@wdc.usda.gov
 - telephone at 202-690-8037.

While this correction process will be time consuming, State and County Offices are encouraged to complete this task as expeditiously as possible.

Note: All corrections **must** be performed **before** August 31, 2013.

If corrections are not handled properly, accounting errors will cause multiple problems.

Note: A video teleconference (VTC) call is being scheduled for June 11, 2013, to review the instructions in this notice. More information on this forthcoming VTC call will be provided.

B Purpose

This notice provides:

- guidance to ease the correction process and avoid as many input errors as possible
- detailed instructions for correcting and re-entering repayments that occurred because of leap year miscalculations.

The following table provides guidance for State and County Offices when processing corrections.

Step	Process	Reference
1	Creating source document.	Paragraph 2
2	Cancelling repayments.	Paragraph 3
3	Re-entering repayments.	Paragraph 4

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1 Overview (Continued)

B Purpose (Continued)

Step	Process	Reference
4	Processing final repayment, which may consist of: <ul style="list-style-type: none"> • processing final repayment (paragraph 5) • processing final repayment refunds for amounts of \$9.99 or less (subparagraph 5 C) • processing final repayment refunds through NRRS for amounts greater than \$9.99 (paragraphs 6 and 7). <p>Note: Step 4 shall only be used for final repayments for loans that were paid in full from February 29, 2012, through March 1, 2013.</p>	Paragraphs 5 through 7

2 State Office Action

A Creating Source Document

State Offices shall generate a source document from the State Office Reporting System (SORS) for all County Offices with FSFL's to identify FSFL's that had repayments recorded from **February 29, 2012, through February 28, 2013**, that require correction. The SORS report shall be generated according to the following step.

Step	Action
1	Access SORS at https://arcticocean.sc.egov.usda.gov/sors/index.jsp .
2	SORS Report Catalog, select State Reports/Farm Storage Facility Loans.
3	Select FSFL Repayments, MDV280-R001.
4	ENTER " ALL " for FY, and select applicable State and county.
5	CLICK " Run Report ".
6	Under "Other Formats" at the top of the first page, select " CSV " and CLICK " Open ".
7	Expand all columns, as applicable.
8	Select rows 1-4, right-click and select " Delete ", to delete rows 1 through 4.
9	Select "Repayment Date" column and CLICK " Home " tab.
10	At the far right of the Home Menu, CLICK " Sort & Filter ".



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2 State Office Action (Continued)

A Creating Source Document (Continued)

Step	Action
11	Select “ Sort Z to A ” from the drop-down list to organize the report in descending order by repayment date. 
12	Select all rows with a repayment date earlier than February 29, 2012 , right-click and select “ Delete ”, to delete all selected rows.
13	Select “Loan Number” column and CLICK “ Home ”.
14	CLICK “ Sort & Filter ”.
15	Select “ Sort A to Z ” to organize the report by loan number for convenience when cancelling and re-entering corrected loans.
16	Create a new folder and name the folder “Leap Year Corrections”.
17	Save the generated report in the “Leap Year Corrections” folder using the county name as part of the file name. Example: “fsfl-repayment-State(County).csv”.
18	E-mail the saved report to the appropriate County Office.
19	Repeat steps 1 through 18 for every county in the applicable State that have FSFL’s.

Note: For questions about SORS reports, County Offices shall contact their State Office.

B Contacts

For questions about:

- this notice, State Offices shall contact Stacy Carroll by either of the following:
 - e-mail at stacy.carroll@wdc.usda.gov
 - telephone at 202-690-8037
- refunds, State Offices shall contact either of the following:
 - Carrie Miller by either of the following:
 - e-mail at carrie.miller@kcc.usda.gov
 - telephone at 816-926-2853
 - Cari McQueen by either of the following:
 - e-mail at cari.mcqueen@kcc.usda.gov
 - telephone at 816-926-6790.

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3 Cancelling Repayments

A Cancel Repayment Transactions

State Offices shall generate and provide a SORS report to respective County Offices that identifies FSFL’s with repayments that require corrections, according to subparagraph 2 A.

To process the repayment reversal and correct the repayment in error because of leap year miscalculations, County Office shall cancel the affected repayments as provided on the SORS report, which may include multiple repayments for a loan if partial repayments were made.

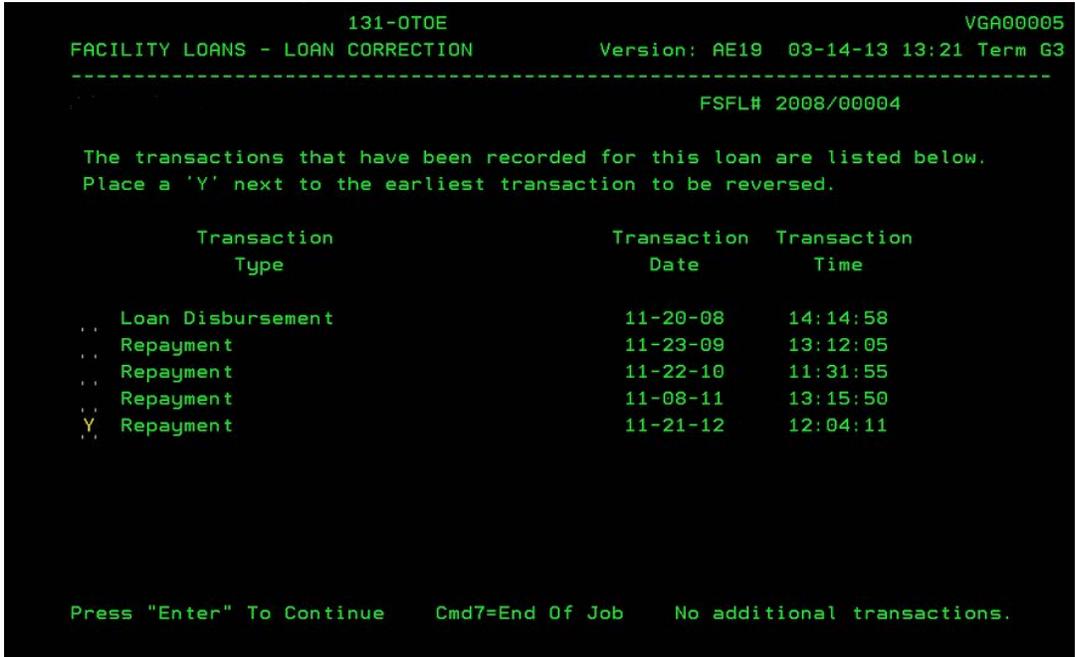
County Offices will access and complete FSFL repayment cancellations according to the following table.

Step	Action	Result
1	On the Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER “13”, “Price Support” • PRESS “Enter”. 	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"> • ENTER “15”, “Farm Storage Facility Loan Functions” • PRESS “Enter”. 	Facility Loans Main Menu VCA005 will be displayed.
3	On Menu VCA005: <ul style="list-style-type: none"> • ENTER “9”, “Cancel Transaction” • PRESS “Enter”. 	Screen VCA11000 will be displayed.
4	On Screen VCA11000: <ul style="list-style-type: none"> • enter applicant’s name • enter applicant’s ID number and type • enter FSFL number • PRESS “Enter” • select and verify correct producer • PRESS “Enter”. 	Screen VGA00005 will be displayed with all transactions for the selected FSFL.
5	On Screen VGA00005, ENTER “Y” next to the earliest transaction to be reversed. Note: County Offices will only need to ENTER “Y” once on Screen VGA00005. The repayment selected for reversal, as well as any repayments thereafter, will be reversed from System 36.	Correction Posting Check-Off List will automatically print with the reversed transactions listed.

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3 Cancelling Repayments (Continued)

A Cancel Repayment Transactions (Continued)

Step	Action	Result
6	If the listed transaction is correct, PRESS “Enter” .	The repayment will be reversed in the FSFL software.
Following is an example of Screen VGA00005.		
 <pre> 131-0T0E VGA00005 FACILITY LOANS - LOAN CORRECTION Version: AE19 03-14-13 13:21 Term G3 ----- FSFL# 2008/00004 The transactions that have been recorded for this loan are listed below. Place a 'Y' next to the earliest transaction to be reversed. Transaction Type Transaction Date Transaction Time ----- : Loan Disbursement 11-20-08 14:14:58 : Repayment 11-23-09 13:12:05 : Repayment 11-22-10 11:31:55 : Repayment 11-08-11 13:15:50 Y Repayment 11-21-12 12:04:11 Press "Enter" To Continue Cmd7=End Of Job No additional transactions. </pre>		
<p>Notes: County Offices must ensure that “Y” is entered by the earliest transaction to be reversed, according to step 5, and as displayed on Screen VGA00005. This will send information to accounting, and the repayment will be reversed from System 36 and all repayments thereafter.</p> <p>Do not enter “Y” in the field for loan disbursement.</p>		

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4 Re-Entering Repayments

A Accessing Repayment Processing

After the repayment or repayments have been cancelled according to subparagraph 3 A, County Offices will process the applicable repayments accordingly.

Note: Because the repayment selected on the Loan Correction Screen, as well as any repayments thereafter, are reversed from System 36, all of the later repayments **must** also be re-entered.

The annual installment repayment amount entered in FSFL software **must** be the same as the annual installment repayment amount entered in NRRS. These repayment amounts may be verified by repayment receipts generated from NRRS when the repayment was originally processed.

Note: County Offices will **not** have to re-enter FSFL repayments in NRRS.

To select FSFL's for re-entering repayments, access FSFL functions from the Price Support Main Menu, according to the following steps.

If multiple repayments were cancelled according to subparagraph 3 A, re-enter **all** repayments separately, from **oldest to newest**.

Note: The repayment date entered for all repayments **must** be the same as the **original** repayment date.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">ENTER "13", "Price Support"PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">ENTER "15", "Farm Storage Facility Loan Functions"PRESS "Enter".	Facility Loans Main Menu VCA005 will be displayed.
3	On Screen VCA005: <ul style="list-style-type: none">ENTER "5", "Repayment Processing", on Menu VCA005PRESS "Enter".	Screen VCA11000 will be displayed.
4	On Screen VCA11000: <ul style="list-style-type: none">enter the applicable FSFL FY and numberPRESS "Enter".	Screen VCA11500 will be displayed.
5	On Screen VCA11500: <ul style="list-style-type: none">select the desired producer sequence numberPRESS "Enter".	Screen VCA12000 will be displayed.

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4 Re-Entering Repayment (Continued)

A Accessing Repayment Processing (Continued)

Step	Action	Result
6	<p>On Screen VCA12000:</p> <ul style="list-style-type: none"> • users shall verify the correct applicant and ENTER “Y” to the question, “Is this the correct applicant?” • ENTER “Y” to the question, “Is the repayment date prior to today’s date?” • PRESS “Enter”. <p>Note: Unless the repayment date is the current date, County Office users shall enter “Y” to the question “Is the repayment date prior to today’s date?” according to the following example Screen VCA12000.</p>  <p>The screenshot shows a terminal window with the following text: 131-0T0E VCA12000 FACILITY LOANS - VERIFY CHOSEN APPLICANT Version: AE19 03-14-13 13:23 Term G3 ----- Applicant Name Applicant ID ***** S Fiscal Year 2008 SSFL/FSFL Number 2008/ Applicant Name (First Middle Last Suffix) Applicant Address Is this the correct applicant? (Y or N) Y Is the repayment date prior to today's date? (Y or N) Y Cmd2=Return To ID Entry Screen Cmd3=Previous Menu Cmd7=End Of Job</p>	Screen VDA00000 will be displayed.
	<p>For a:</p> <ul style="list-style-type: none"> • lump sum repayment, go to subparagraph B • final repayment, go to subparagraph 5 A. 	

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4 Re-Entering Repayments (Continued)

B Lump Sum Repayments

On Screen VDA00000, the following options for FSFL repayment will be displayed:

- lump sum repayment
- installment repayment inquiry
- loan payoff/payoff inquiry.

Process **lump sum repayments** from oldest to newest according to the following table.

Step	Action	Result
1	On Screen VDA00000: <ul style="list-style-type: none"> • ENTER “1”, “Lump Sum Repayment” • PRESS “Enter”. 	Screen VDA11005 will be displayed.
2	On Screen VDA11005: <ul style="list-style-type: none"> • enter the original “Repayment Date (mm/dd/yyyy)” • enter the “Repayment Amount” exactly the same as the original repayment amount • PRESS “Enter”. <p>Note: Before pressing “Enter”, County Offices shall ensure that the repayment date entered for all repayments are the same as the original repayment date.</p>	Screen VDA12000 will be displayed.
3	Screen VDA12000 will: <ul style="list-style-type: none"> • display repayment information • the question, “Do you wish to complete this Repayment? (Y or N)” will be displayed • ENTER “Y” to continue payment processing. 	Screen VCA97000 will be displayed.

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4 Re-Entering Repayments (Continued)

B Lump Sum Repayments (Continued)

Step	Action	Result
4	On Screen VCA97000, enter the following: <ul style="list-style-type: none">• printer ID to be used• number of copies to print. PRESS “ Enter ”.	The FSFL repayment receipt will be printed. Screen VCE99910 will be displayed.
5	On Screen VCE99910, the question, “Do you want to reprint this form? (Y or N)” will be displayed. ENTER “N”.	Lump Sum Repayment Processing is complete in the FSFL software when the repayment receipt is printed.

Notes: These steps shall be repeated for all repayments that were cancelled according to subparagraph 3 A.

County Offices shall file a copy of the repayment receipt in the producer’s folder. The next reminder and notification letter will reflect the correct amount due for the FSFL repayment.

On the “Revised” and “Corrected” repayment receipts, notate “**This action was initiated according to Notice FSFL-91**”.

The FSFL repayment receipt printed after the repayment corrections are completed may reflect an incorrect installment amount due. This is a known deficit and a software fix will be provided in a future release.

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5 Processing Final Repayments

A Final Repayments

Final repayment corrections are completed in a 2-step process; in System 36 and in NRRS.

Note: Before processing final repayments according to this subparagraph, County Offices must have completed instructions in subparagraph 3 A to cancel the transaction under “9”, “Cancel Transaction”.

For FSFL’s that were **paid in-full** between **February 29, 2012**, and **February 28, 2013**, the **final** payment **must** be processed through System 36 according to the following table.

Step	Action	Result
1	On Screen VDA00000 (accessed according to subparagraph 4 A) users shall: <ul style="list-style-type: none"> • ENTER “3”, “Loan Payoff/Payoff Inquiry” • PRESS “Enter”. 	Screen VDA20005 will be displayed.
2	On Screen VDA20005: <ul style="list-style-type: none"> • enter the “Repayment Date (mmddyyyy)” • PRESS “Enter”. 	Screen VDA22000 will be displayed.
	On Screen VDA22000: will: <ul style="list-style-type: none"> • repayment information will be displayed • the question, “Do you wish to complete this repayment? (Y or N)”, will be displayed. <p>Note: ENTER “Y” or “N”, as applicable. If the answer is:</p> <ul style="list-style-type: none"> • “N”, the job will terminate • “Y”, payment processing continues. 	Screen VCA97000 will be displayed.
3	On Screen VCA97000, enter the following: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print. <p>PRESS “Enter”.</p>	The FSFL repayment receipt will be printed. Screen VCE99910 will be displayed.
4	On Screen VCE99910, the question, “Do you want to reprint this form? (Y or N)” will be displayed. ENTER “N”.	Loan payoff processing is complete in the FSFL software when the repayment receipt is printed.

Note: The County Office shall file a copy of the repayment receipt in the producer’s folder. On the “Revised” and “Corrected” repayment receipts, notate “**This action was initiated according to Notice FSFL-91**”.

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5 Processing Final Repayments (Continued)

B Processing Final Repayments in NRRS

If the corrected final repayment results in a refund (or a change to a refund previously made), the **original receipt created in NRRS at the time of the repayment must be replaced with 2 new receipts**. The sum of the replacement receipts **must** match the original receipt total. Process the new receipt according to subparagraphs D and E, then send an e-mail to Cari McQueen at cari.mcqueen@kcc.usda.gov to provide the original and new NRRS receipt ID's and to request deletion of the original receipt.

Note: All repayment corrections resulting in a refund, no matter how small or large, will require 2 replacement receipts to be created in NRRS and an e-mail sent.

C Processing Final Repayment Refunds Through NRRS

Final FSFL annual installments that were paid in-full **only** between **February 29, 2012**, and **February 28, 2013**, and resulted in a refund to the producer, **must** be processed in the System 36 and also through NRRS according to the following instructions.

To enter FSFL collections with refunds of:

- \$9.99 and under, complete both of the following:
 - re-enter the collection in the System 36
 - enter 2 receipts in NRRS, according to subparagraphs D and E
- over \$9.99, complete both of the following:
 - re-enter the collection in the System 36
 - follow instructions for processing the receivable and 2 receipts in paragraphs 6 and 7.

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5 Processing Final Repayment (Continued)

D Creating First Receipt

Create the first of the 2 receipts according to the following table.

Step	Action	Result
1	<p>On the Welcome to the NRRS Home Page, under “NRRS Menu”, CLICK “Record New Receipt”.</p> <p>Note: Access the NRRS Home Page according to 64-FI, paragraph 17.</p>	<p>Create New Receipt Screen will be displayed.</p>
2	<p>On the Create New Receipt Screen, enter the following:</p> <ul style="list-style-type: none"> • remittance amount (the final payment entered into System 36, not the amount of the check) • remitter’s name • remittance type • check/item number • collection type (“Price Support Farm Storage Facility Loans”) • effective date of the collection (original date). <p>CLICK “Submit”.</p> <p>The following is an example of the Create New Receipt Screen that will be displayed, when creating the first repayment receipt.</p> <p>Example: Customer A’s check amount for a 2010 loan is \$3,566. System 36 current loan balance is \$3,562. The difference is \$4. Enter \$3,562 in NRRS as “10FSFL”.</p> <div data-bbox="380 1467 1200 1835" style="border: 1px solid black; padding: 5px;"> </div>	<p>Enter Price Support Program Information Screen will be displayed.</p>

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5 Processing Final Repayment (Continued)

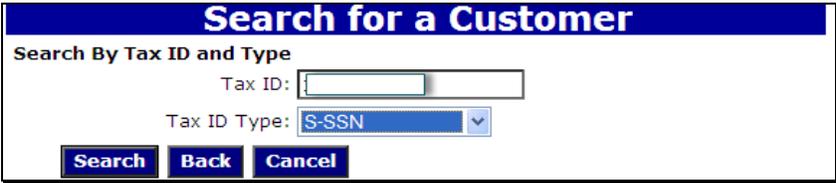
D Creating First Receipt (Continued)

Step	Action	Result
3	<p>On the Enter Price Support Program Information Screen:</p> <ul style="list-style-type: none"> • select the applicable program code from the drop-down menu, for the applicable FY the FSFL was approved (1-FSFL, Exhibit 36) • select the State and/or county • enter the loan number • CLICK “Submit”. <p>On the following Enter Price Support Program Information Screen, select the applicable:</p> <ul style="list-style-type: none"> • program code (XXFSFL) from the “Program Code” drop-down menu, where XX represents FY FSFL was approved and initially obligated (1-FSFL, Exhibit 36) • State and/or county from “Select State and/or county” drop-down menu, if applicable. <p>Enter the applicable loan number and click 1 of the following:</p> <ul style="list-style-type: none"> • “Submit” to continue • “Back” to return to the previous Screen • “Reset” to clear the current screen • “Cancel” to return to the Welcome to the NRRS Home Page. <div data-bbox="391 1446 1203 1782" style="border: 1px solid black; padding: 5px;"> <p align="center">Enter Price Support Program Information</p> <p>Program Code: <input type="text" value="10FSFL"/> ?</p> <p>Select State / County: <input type="text" value="16 ID - 001 Ada"/> ?</p> <p>Loan Number: <input type="text" value="12345"/> ?</p> <p>Submit Back Reset Cancel</p> <p align="center">NRRS-Web-6.5.1</p> <p align="center"> Home USDA Internet USDA Intranet FSA Internet FSA Intranet Site Map FOIA Accessibility Statement Privacy Non-Discrimination Information Quality Policies and Links FirstGov </p> </div>	<p>The Search for a Customer Screen will be displayed.</p>

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5 Processing Final Repayment (Continued)

D Creating First Receipt (Continued)

Step	Action	Result
4	<p>On the Search for a Customer Screen:</p> <ul style="list-style-type: none"> enter the producer's tax ID select the tax ID type from the drop-down list CLICK "Search". <p>After the user clicks "Submit" on the Enter Price Support Program Information Screen, the following Search for a Customer Screen will be displayed to select a customer. Enter the customer tax ID, select tax ID type, and CLICK "Search".</p> 	<p>The Customer Search Results Screen will be displayed.</p>
5	<p>On the Customer Search Results Screen:</p> <ul style="list-style-type: none"> select the option next to the applicable address CLICK "Select". <p>Customers matching the information entered will be displayed. Click button" for the applicable customer and then CLICK "Select".</p> 	<p>The Confirm Receipt Creation Screen will be displayed.</p>

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5 Processing Final Repayment (Continued)

D Creating First Receipt (Continued)

Step	Action	Result
6	<p>On the Confirm Receipt Creation Screen:</p> <ul style="list-style-type: none"> • verify Information • CLICK “Confirm”. <p>The Confirm Receipt Creation Screen will be displayed. Verify the information on the screen and click 1 of the following:</p> <ul style="list-style-type: none"> • “Submit” to proceed • “Back” to return to the previous screen • “Cancel” to cancel the creation of the receipt and return to the Welcome to the NRRS Home Page. <div data-bbox="399 926 1263 1409" style="border: 1px solid black; padding: 5px;"> <p align="center">Confirm Receipt Creation</p> <p>Receipt Details Remittance Amount: \$3,562.00 Remitter Name: JOE FARMER Responsible Remitter ID: <input type="text"/> Remitter ID Type: S Remittance Type: Check Check/Item Number: 1234 Collection Type: Price Support Farm Storage Facility Loans</p> <hr/> <p>Program Information Program Code: 10FSFL-FACILITY LOAN - FARM STORAGE</p> <hr/> <p>Loan Number: 12345</p> <p align="center"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </p> <p align="right">NRRS-Web-6.5.1</p> </div>	<p>The Receipt Successfully Recorded Screen will be displayed.</p>

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5 Processing Final Repayments (Continued)

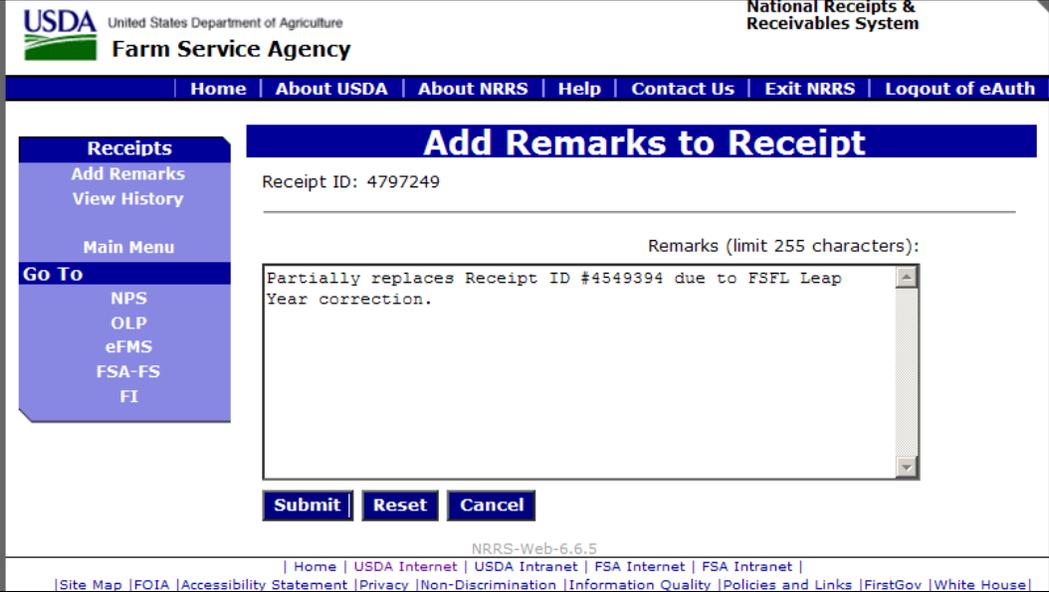
D Creating First Receipt (Continued)

Step	Action	Result																														
7	<p>If the user clicks “Submit”, on the Confirm Receipt Creation Screen, the following Receipt Successfully Recorded Screen will be displayed. CLICK:</p> <ul style="list-style-type: none"> • “Print Receipt” to print the receipt • “Home” to return to the Welcome to NRRS Home Page. <div data-bbox="397 621 1209 1423" style="border: 1px solid black; padding: 5px;"> <p align="center">Receipt Successfully Recorded</p> <p>Receipt ID 4559002 was successfully created.</p> <hr/> <p>Receipt Details</p> <p>Remittance Amount: \$3,562.00 Remitter Name: JOE FARMER Borrower ID: <input type="text"/> Borrower ID Type: S Remittance Type: CHECK Check/Item Number: 1234 Collection Type: Price Support Farm Storage Facility Loans Receipt Date Time: 01/29/2013 09:07</p> <hr/> <p>Receivable Balance Details</p> <table border="1"> <thead> <tr> <th>Recv ID</th> <th>Orig St</th> <th>Orig Cnty</th> <th>DCIA Status</th> <th>Receivable Due Date</th> </tr> </thead> <tbody> <tr> <td>2985002</td> <td>16</td> <td>001</td> <td>Not Referred</td> <td>01/29/2013</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>Total</th> <th>Fees</th> <th>Interest</th> <th>Principal</th> </tr> </thead> <tbody> <tr> <td>Current Balance</td> <td>\$3,562.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$3,562.00</td> </tr> <tr> <td>Monies Applied</td> <td>\$3,562.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$3,562.00</td> </tr> <tr> <td>Resulting Balance</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <hr/> <p>Refund Details</p> <p>Refund Amount:</p> </div>	Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	2985002	16	001	Not Referred	01/29/2013		Total	Fees	Interest	Principal	Current Balance	\$3,562.00	\$0.00	\$0.00	\$3,562.00	Monies Applied	\$3,562.00	\$0.00	\$0.00	\$3,562.00	Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00	Print the receipt.
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date																												
2985002	16	001	Not Referred	01/29/2013																												
	Total	Fees	Interest	Principal																												
Current Balance	\$3,562.00	\$0.00	\$0.00	\$3,562.00																												
Monies Applied	\$3,562.00	\$0.00	\$0.00	\$3,562.00																												
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00																												

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5 Processing Final Repayments (Continued)

D Creating First Receipt (Continued)

Step	Action	Result
8	<p>After creating the first receipt, County Offices must follow these instructions to add remarks to the repayment receipt.</p> <p>On the Welcome to NRRS Home Page, CLICK “Search” under “Receipts”.</p> <p>On the Search for a Receipt Screen, input the number of the receipt just created. CLICK “Search”.</p> <p>On the Receipt Search Results Screen, CLICK “Select”.</p> <p>On the Receipt Details Screen, CLICK “Add Remarks”.</p> <p>On the Add Remarks to Receipt Screen, enter the ID of the receipt being replaced as in the remark below and CLICK “Submit”.</p> <p>On the Confirm Receipt Remarks Adjustment Screen, CLICK “Submit”.</p> <p>From the Receipt Successfully Updated Screen, CLICK “Home” to return to the Welcome to NRRS Home Page.</p>	<p>The Search for a Receipt Screen will be displayed.</p> <p>The Receipt Search Results Screen will be displayed.</p> <p>The Receipt Details Screen will be displayed.</p> <p>The Add Remarks to Receipt Screen will be displayed.</p> <p>The Confirm Receipt Remarks Adjustment Screen will be displayed.</p> <p>The Receipt Successfully Updated Screen will be displayed.</p>
<p>After the user clicks “Add Remarks” on the Receipt Details Screen, the following Add Remarks to Receipt Screen will be displayed. Enter the remark “Partially replaces Receipt ID #XXXXXXX due to FSFL Leap Year correction.”, where “XXXXXXX” is the original receipt ID number, and CLICK “Submit”.</p>		
		

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5 Processing Final Repayment (Continued)

E Creating Second Receipt

Create the second of 2 receipts according to the following table.

Step	Action	Result
1	<p>On the Welcome to the NRRS Home Page, under “NRRS Menu”, CLICK “Record New Receipt”.</p> <p>Note: Access the NRRS Home Page according to 64-FI, paragraph 17.</p>	<p>The Create New Receipt Screen will be displayed.</p>
2	<p>On the Create A New Receipt Screen, enter the following:</p> <ul style="list-style-type: none"> • remittance amount <p>Note: This will be the difference between the amount of the final payment entered into System 36 and the amount of the check.</p> <ul style="list-style-type: none"> • remitter’s name • remittance type • check/item number • collection type (“Direct Sales”) • effective date (Original Date). <p>CLICK “Submit”.</p> <p>Example: Customer A’s check amount for a 2010 loan is \$3566. System 36 current loan balance is \$3,562. The difference is \$4. Enter \$4 in NRRS using program code “MISCINC”.</p> <p>The following is an example of the Create New Receipt Screen.</p> <div data-bbox="391 1619 1256 1894" style="border: 1px solid black; padding: 5px;"> </div>	<p>After users click “Submit”, the Enter Direct Sales Program Information Screen will be displayed.</p>

Notice FSFL-91

5 Processing Final Repayment (Continued)

E Creating Second Receipt (Continued)

Step	Action	Result
3	<p>On the Enter Direct Sales Program Information Screen, select the applicable:</p> <ul style="list-style-type: none"> • program code, “MISCINC”, from the “Program Code” drop-down menu • State and/or county from the “Select State/County” drop-down menu. <p>Click 1 of the following:</p> <ul style="list-style-type: none"> • “Submit” to continue • “Back” to return to the previous screen • “Cancel” to cancel the creation of the receipt and return to the Welcome to the NRRS Home Page • “Reset” to clear the current screen. <p>The following is an example of the Enter Direct Sales Program Information Screen.</p> <div data-bbox="396 1215 1260 1482" style="border: 1px solid black; padding: 5px;"> <p align="center">Enter Direct Sales Program Information</p> <p>Program Code: <input type="text" value="MISCINC"/> ?</p> <p>Select State / County: <input type="text" value="16 ID - 001 Ada"/> ?</p> <p><input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p align="right"><small>NRRS-Web-6.5.1</small></p> </div>	<p>If users click “Submit”, the Search for a Customer Screen will be displayed.</p>

5 Processing Final Repayment (Continued)

E Creating Second Receipt (Continued)

Step	Action	Result
4	<p>On the Search for a Customer Screen:</p> <ul style="list-style-type: none"> • enter the producer’s tax ID • select the tax ID type from the drop-down menu • CLICK “Search”. <p>Following is an example of the Search for a Customer Screen that will be displayed when “Submit” is clicked. This screen allows users to select a customer.</p> 	<p>If users click “Search”, the Customer Search Results Screen will be displayed.</p>
5	<p>On the Customer Search Results Screen, click the button next to the applicable address. CLICK “Select”.</p> <p>The following Customer Search Results Screen will be displayed with customers matching the information entered.</p> 	<p>If users click “Select”, the Confirm Receipt Creation Screen will be displayed.</p>

Notice FSFL-91

5 Processing Final Repayment (Continued)

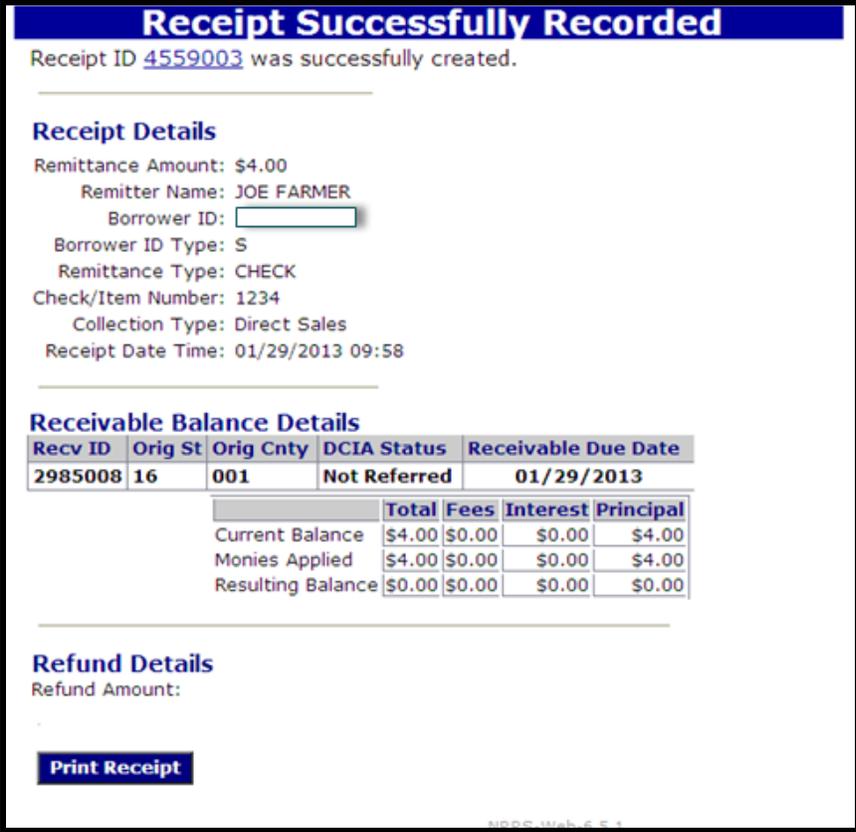
E Creating Second Receipt (Continued)

Step	Action	Result
6	<p>On the Confirm Direct Sale Screen:</p> <ul style="list-style-type: none"> • verify Information • CLICK “Confirm”. <p>Following is an example of the Confirm Direct Sale Screen. Verify the information and click 1 of the following:</p> <ul style="list-style-type: none"> • “Confirm” to continue • “Back” to return to the previous screen • “Cancel” to cancel the receipt creation and return to the Welcome to the NRRS Home Page. <div data-bbox="396 926 1247 1444" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; text-align: center; padding: 2px;">Confirm Direct Sale</div> <div style="padding: 5px;"> <p>Receipt Details</p> <p>Remittance Amount: \$ 4.00</p> <p>Remitter Name: JOE FARMER</p> <p>Responsible Remitter ID: <input type="text"/></p> <p>Remitter ID Type: S</p> <p>Remittance Type: Check</p> <p>Check/Item Number: 1234</p> <p>Collection Type: Direct Sales</p> </div> <hr/> <div style="padding: 5px;"> <p>Program Information</p> <p>Program Code: MISCINC</p> <p><input type="text"/></p> </div> <hr/> <p>Program Amount: \$4.00</p> <div style="display: flex; justify-content: center; gap: 10px;"> Confirm Back Cancel </div> </div>	

Notice FSFL-91

5 Processing Final Repayment (Continued)

E Creating Second Receipt (Continued)

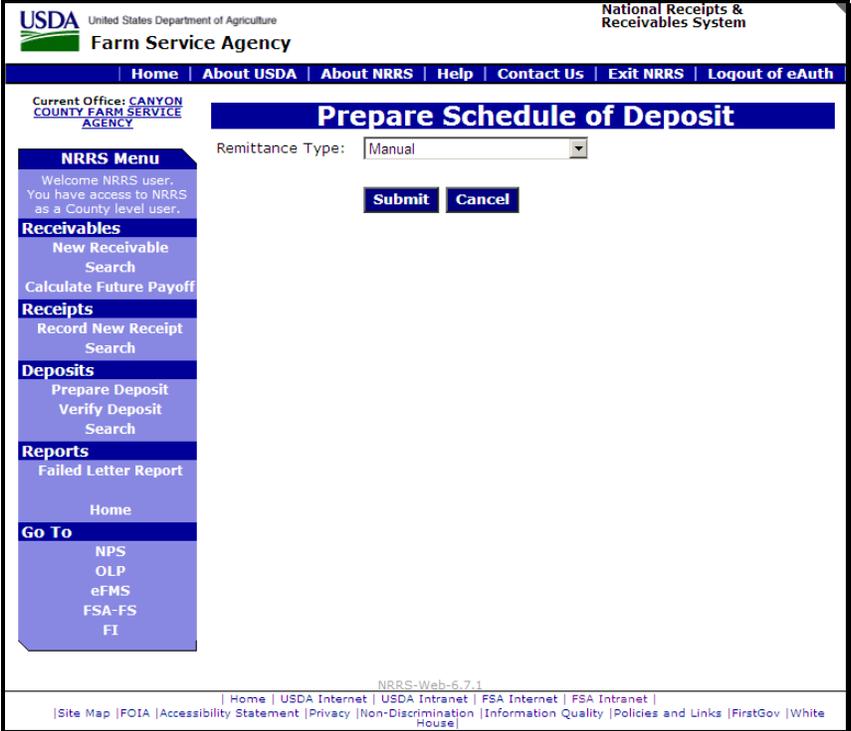
Step	Action	Result
7	<p>On the Confirm Direct Sale Screen, if user clicks “Confirm”, the following Receipt Successfully Recorded Screen will be displayed. CLICK:</p> <ul style="list-style-type: none"> • “Print Receipt” to print the receipt • “Home” to return to the Welcome to NRRS Home Page. 	
8	<p>After creating the second receipt, County Offices must follow the instructions in subparagraph D, step 8, to add remarks to the repayment receipt.</p>	

Notice FSFL-91

5 Processing Final Repayment (Continued)

F Preparing a Manual Schedule of Deposit

Create the manual schedule of deposit according to the following table.

Step	Action	Result
1	<p>On the Welcome to the NRRS Home Page, CLICK “Prepare Deposit”.</p> <p>Following is an example of the Prepare Schedule of Deposit Screen.</p> 	<p>The Prepare Schedule of Deposit Screen will be displayed.</p>

Notice FSFL-91

5 Processing Final Repayment (Continued)

F Preparing a Manual Schedule of Deposit (Continued)

Step	Action	Result
2	<p>On the Prepare Schedule of Deposit Screen:</p> <ul style="list-style-type: none"> • select “Manual” from the “Remittance Type” field • insert a checkmark in the box for all receipts involved in the manual deposit • CLICK “Submit”. <p>Following is an example of the Manual Schedule of Deposit Details Screen.</p> 	<p>The Manual Schedule of Deposit Details Screen will be displayed.</p>

Notice FSFL-91

5 Processing Final Repayment (Continued)

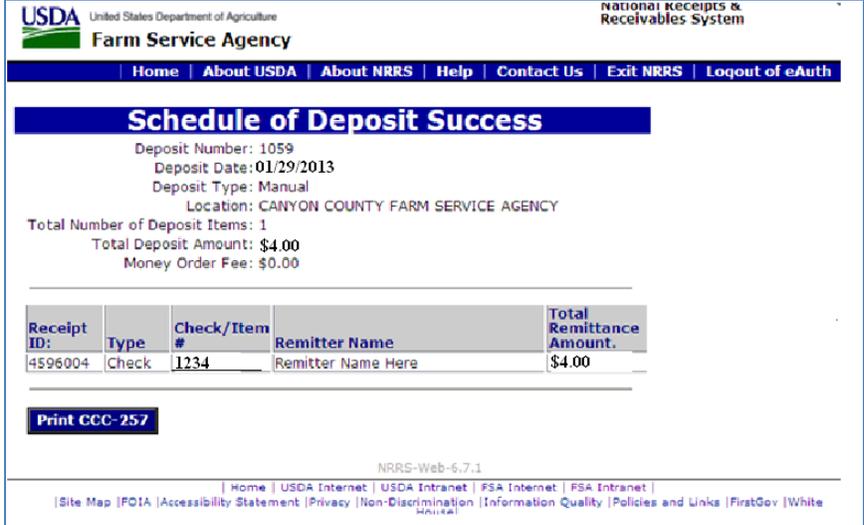
F Preparing a Manual Schedule of Deposit (Continued)

Step	Action	Result
3	<p>On the Manual Schedule of Deposit Details Screen, input the “Total Deposit Amount” and the “Schedule Number” from the original receipt. CLICK “Submit”.</p> <p>Note: Before clicking “Submit”, County Offices shall verify the schedule of deposit is for the amount of the check that was deposited, not the total deposit on the original CCC-257.</p> <p>Following is an example of the Schedule of Deposit Details Screen.</p> 	<p>The Schedule of Deposit Details Screen will be displayed.</p>

Notice FSFL-91

5 Processing Final Repayment (Continued)

F Preparing a Manual Schedule of Deposit (Continued)

Step	Action	Result
4	<p>On the Schedule of Deposit Details Screen, verify that the receipt and total deposit amount are correct. CLICK “Submit”.</p> <p>Following is an example of the Schedule of Deposit Success Screen.</p> 	<p>The Schedule of Deposit Success Screen will be displayed. CLICK “Print CCC-257” to print the schedule.</p>

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99

A Creating Receivable

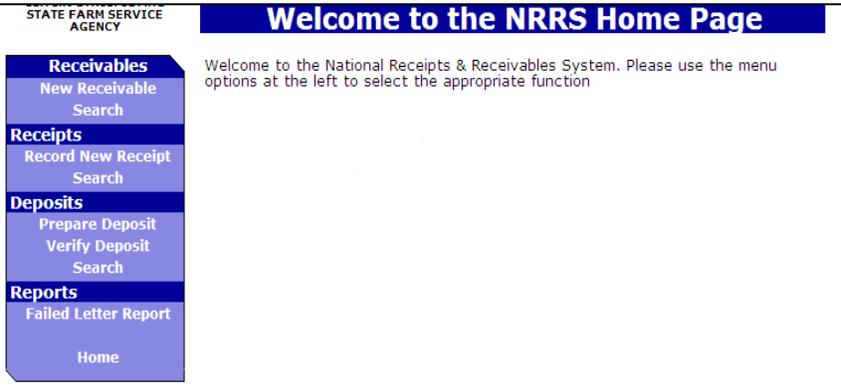
Following is an example of a final repayment refund that is greater than \$9.99.

Example: Customer A’s check amount for a 2010 loan is \$3,562. System 36 current loan balance is \$3,528. The difference is \$34. Enter in System 36 \$3,528 to record the loan repayment. Create a new receivable in NRRS for \$3,528 using program code XXFSFLMR, where XX represents the FY the FSFL was approved, according to this subparagraph. Then record a new receipt with a remittance amount of \$3,562 and a collection type of “Existing Receivable”, according to subparagraph 7 A. This collection will repay the manual receivable 10FSFLMR for \$3,528 in full, and NRRS will generate a refund for \$34.

Enter FSFL Collections with refunds **greater than \$9.99** by creating a receivable in NRRS for the amount that was recorded in System 36.

Create the receivable according to the following table.

Note: Program code “XXFSFLMR” **must** be used to establish the manual receivable.

Step	Action	Result
1	<p>On the Welcome to the NRRS Home Page, CLICK “New Receivable”.</p> <p>Note: Access the NRRS Home Page according to 64-FI, paragraph 17.</p> <p>The following is an example of the Welcome to NRRS Home Page that will be displayed.</p> 	<p>The Search for a Program Screen will be displayed.</p>

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

A Creating Receivable (Continued)

Step	Action	Result
2	<p>On the Search for a Program Screen:</p> <ul style="list-style-type: none"> enter the alphanumeric program code “XXFSFLMR” where XX represents the FY the FSFL was approved CLICK “Search”. 	<p>The Program Code Search Results Screen will be displayed.</p>
3	<p>On the Program Code Search Results Screen:</p> <ul style="list-style-type: none"> click the button next to the program code CLICK “Select”.  <p>Proceed to subparagraph B.</p>	<p>The Create New Receivable Screen will be displayed.</p>

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

B Completing the Create New Receivable Screen

Complete the following Create New Receivable Screen entries, using the example in subparagraph A.

Create New Receivable	
All required fields are denoted by an asterisk (*).	
* Date of Indebtedness: (mm/dd/yyyy)	<input type="text" value="10/12/2009"/> ?
* Budget Fiscal Year:	<input type="text" value="2010"/> ?
* Select State / County:	<input type="text" value="16 ID - 001 Ada"/> ?

Step	Field	Description
1	Date of Indebtedness	Enter the date the loan was disbursed.
2	Budget Fiscal Year	Program year for the payment issued.
3	Select State/County	Only displayed as a drop-down list for combined offices or if user works in multiple offices. Select the office from which the original disbursement was made. If this is a single County Office, enter State/county code with no dash.

Complete the following Create New Receivable Screen principal amounts entries, using the example in subparagraph A.

Principal Amounts	
Program Code: 10FSFLMR - FACILITY LOAN - FARM STORAGE	
* Program Amount : (\$)	<input type="text" value="3528.00"/> ?
* Program Charges : (\$)	<input type="text"/> ?

Step	Field	Description
4	Program Code	Prefilled based on the Program Code Search Results Screen selection.
5	Program Amount	Enter the amount from System 36.
6	Program Charges	Leave blank.

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

B Completing the Create New Receivable Screen (Continued)

Complete the following Create New Receivable Screen debt management fees entries as follows.

Debt Management Fees

Fee Code: Fee Amount: (\$) ?

Step	Field	Description
7	Fee Code:	Use the drop-down menu to select “None”.
8	Fee Amount: (\$)	Leave blank.

Complete the following Create New Receivable Screen interest information entries as follows.

Interest Information

* Program Interest Rate (e.g. 3.25) : (%) ?

Warning: Do not enter a program interest rate unless program interest applies to this receivable. Refer to 58-FI handbook for program interest rate.

Late Payment Interest

Late Payment Interest will apply. The rate will be automatically assigned when the first demand letter is issued.

Other

An explanation and rate will be input on the next screen.

None

An explanation will be input on the next screen.

Step	Field	Description
9	Program Interest Rate	Leave blank.
10		CLICK “None”. For the remarks, notate “ This action was initiated according to Notice FSFL-91 ”.

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

B Completing the Create New Receivable Screen (Continued)

Complete the following Create New Receivable Screen reference fields entries as follows.

Step	Field	Description
11	Establishment Recovery Code	Select “ Program Operations ” from the drop-down menu.
12	Basis Reason Code	Identifies why the receivable was established. Select “ Erroneous Payments ” from the drop-down menu.

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

B Completing the Create New Receivable Screen (Continued)

Complete the following Create New Receivable Screen audit and reference type code entries as follows.

Audit Number: ?

Reference Fields	
Reference Type Code	Reference Number
LN - Loan Number	7
Select a Reference Code	

Remarks (limit 255 characters):

Save & Continue **Reset** **Cancel**

Step	Field	Description
13	Audit Number	Leave blank.
14	Reference Type Code	Select “ LN - Loan Number ” from drop-down menu.
15	Reference Number	Enter loan number.

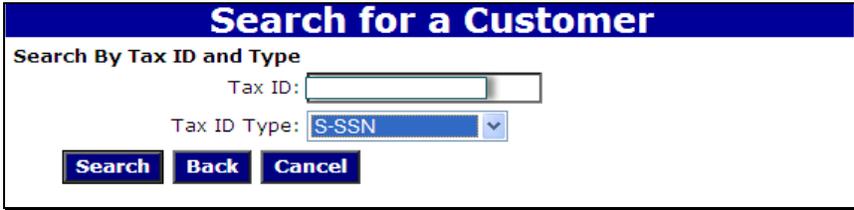
After completing the fields, CLICK “**Save and Continue**”. The Search for a Customer Screen will be displayed.

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

C Customer Searches

Use the following table example screens to continue creating the new receivable.

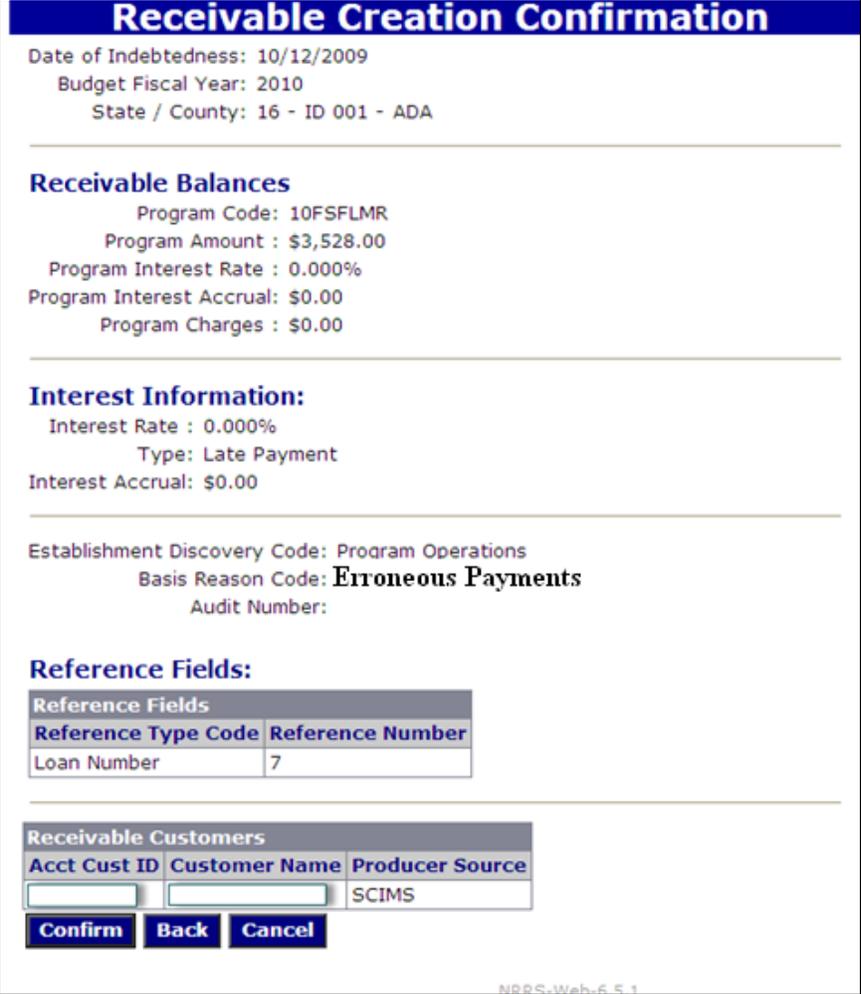
Step	Action	Result
1	<p>On the Search for a Customer Screen:</p> <ul style="list-style-type: none"> • enter customer’s tax ID • Select tax ID type from the drop-down menu • CLICK “Search”. 	<p>The Customer Search Results Screen will be displayed.</p>
2	<p>On the Customer Search Results Screen, click the button next to the applicable customer. CLICK “Select”.</p> 	<p>The Receivable Creation Confirmation Screen will be displayed.</p>

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

D Receivable Creation

Confirm the creation of the receivable according to the following table.

Step	Action	Result
1	<p>On Receivable Creation Confirmation Screen:</p> <ul style="list-style-type: none"> • verify information • CLICK “Confirm”. 	<p>The Receivable Creation Successful Screen will be displayed.</p>

Notice FSFL-91

6 Processing Final Repayment Refunds Through NRRS Greater Than \$9.99 (Continued)

D Receivable Creation (Continued)

Step	Action	Result
2	<p>After the receivable has been confirmed, the following Receivable Creation Successful Screen will be displayed with the new receivable number. Click either of the following:</p> <ul style="list-style-type: none"> • “Receivable Number” and the Receivable Details Screen will be displayed <p>Note: Print the Receivable Details Screen to file in the FSFL folder.</p> <ul style="list-style-type: none"> • “Home” to return to the Welcome to the NRRS Home Page. 	<p>The Welcome to the NRRS Home Page will be displayed.</p>

7 Creating a Receipt for the Receivable

A Creating a Receipt for the New Receivable

Create a receipt for the new receivable with the collection type “Existing Receivable” according to the following table:

Step	Action	Result
1	<p>On Welcome to the NRRS Home Page, under “Receipts”, CLICK “Record New Receipt”.</p> <p>Note: Access the NRRS Home Page according to 64-FI, paragraph 17.</p>	<p>The Create New Receipt Screen will be displayed.</p>

Notice FSFL-91

7 Creating a Receipt for the Receivable (Continued)

A Creating a Receipt for the New Receivable (Continued)

Step	Action	Result
2	<p>The following is an example of the Create New Receipt Screen with “Existing Receivable” selected in the “Collection Type” field. The “Effective Date” field will default to current date.</p> <p>On the Create New Receipt Screen, enter:</p> <ul style="list-style-type: none"> • actual remittance amount (the amount of the check received) • remitter’s name • remittance type • check/item number • collection type (“existing receivable”) • effective date of the collection. <p>CLICK “Submit”.</p> <p>Example: Customer A’s check amount for a 2010 loan is \$3,562. System 36 current loan balance is \$3,528. The difference is \$34. Enter in System 36, \$3,528 to record the loan repayment. Create a new receivable in NRRS for \$3,528 using program code “XXFSFLMR”, where XX represents FY FSFL was approved. Then record a new receipt with a remittance amount of \$3,562 and a collection type of “Existing Receivable”. This collection will repay the manual receivable “10FSFLMR” for \$3,528 in full, and NRRS will generate a refund for \$34.</p> <div data-bbox="391 1213 1271 1583" style="border: 1px solid black; padding: 5px;"> <p align="center">Create New Receipt</p> <p>Remittance Amount: \$ <input type="text" value="3562.00"/> ?</p> <p>Remitter Name: <input type="text" value="JOE FARMER"/> ?</p> <p>Remittance Type: <input type="text" value="Check"/> ?</p> <p>Check/Item Number: <input type="text" value="1345"/> ?</p> <p>Collection Type: <input type="text" value="Existing Receivable"/> ?</p> <p>Effective Date: (mm/dd/yyyy) <input type="text" value="01/29/2013"/> ?</p> <p align="center"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> </div>	<p>The Enter Price Support Program Information Screen will be displayed.</p>

Notice FSFL-91

7 Creating a Receipt for the Receivable (Continued)

A Creating a Receipt for the New Receivable (Continued)

Step	Action	Result
3	<p>On Search for a Customer Screen:</p> <ul style="list-style-type: none"> enter producer's tax ID select the tax ID type from the drop-down menu CLICK "Search". 	The Customer Search Results Screen will be displayed.
4	<p>Customers matching the information entered will be displayed. Select the applicable customer by clicking the button to the left of the desired customer, then CLICK "Select" to select the customer. On Customer Search Results Screen, under "Select", click the button next to the applicable address and CLICK "Select".</p> 	The Allocate Receipt Screen will be displayed.

Notice FSFL-91

7 Creating a Receipt for the Receivable (Continued)

A Creating a Receipt for the New Receivable (Continued)

Step	Action	Result																																								
5	<p>On the Allocate Receipt Screen:</p> <ul style="list-style-type: none"> • verify that the total remittance amount matches the amount on the check • verify the pending refund amount is equal to the difference between the amount on the check and the amount applied to the loan • CLICK “Submit”. <p>Note: Users may reallocate the way the monies were applied and will be required to enter an explanation in the “Allocation Funds Remarks” field. NRRS will automatically apply monies to the oldest debt first; therefore, if the producer has other outstanding receivables, re-allocation will be necessary to apply the collection to the FSFL receivable created according to paragraph 6. Also, note the refund amount that will be generated.</p> <div data-bbox="391 936 1287 1696" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #003366; color: white; text-align: center; padding: 2px;">Allocate Receipt</div> <p>The system has provided a default monies allocation. If the allocation is not accurate, please use the text boxes to correct the values. Changing the default values will require that remarks are provided.</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="5">Input Receipt Allocation</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">\$3,562.00</td> <td colspan="4">Total Remittance Amount.</td> </tr> <tr style="background-color: #cccccc;"> <th>Recv ID</th> <th>Orig St</th> <th>Orig Cnty</th> <th>DCIA Status</th> <th>Receivable Due Date</th> </tr> <tr> <td>2985021</td> <td>16</td> <td>001</td> <td>Not Referred</td> <td>10/12/2009</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: center;">Fees Interest Principal</td> </tr> <tr> <td>Current Balance</td> <td></td> <td></td> <td style="text-align: right;">\$3,528.00</td> <td style="text-align: right;">\$0.00 \$0.00 \$3,528.00</td> </tr> <tr> <td>Monies Applied</td> <td></td> <td></td> <td style="text-align: right;">\$528.00</td> <td style="text-align: right;">\$0.00 \$0.00 \$3,528.00</td> </tr> <tr> <td>Resulting Balance</td> <td></td> <td></td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00 \$0.00 \$0.00</td> </tr> </tbody> </table> <p style="text-align: center;">Alternate Payee? <input checked="" type="radio"/> no <input type="radio"/> yes</p> <p>\$34.00 Pending Refund Amount</p> <p>Allocation Fund Remarks (limit 255 characters)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Re-Calculate Submit Back Reset Cancel </div> </div>	Input Receipt Allocation					\$3,562.00	Total Remittance Amount.				Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	2985021	16	001	Not Referred	10/12/2009				Total	Fees Interest Principal	Current Balance			\$3,528.00	\$0.00 \$0.00 \$3,528.00	Monies Applied			\$528.00	\$0.00 \$0.00 \$3,528.00	Resulting Balance			\$0.00	\$0.00 \$0.00 \$0.00	<p>The Confirm Receipt Creation Screen will be displayed.</p>
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Notice FSFL-91

7 Creating a Receipt for the Receivable (Continued)

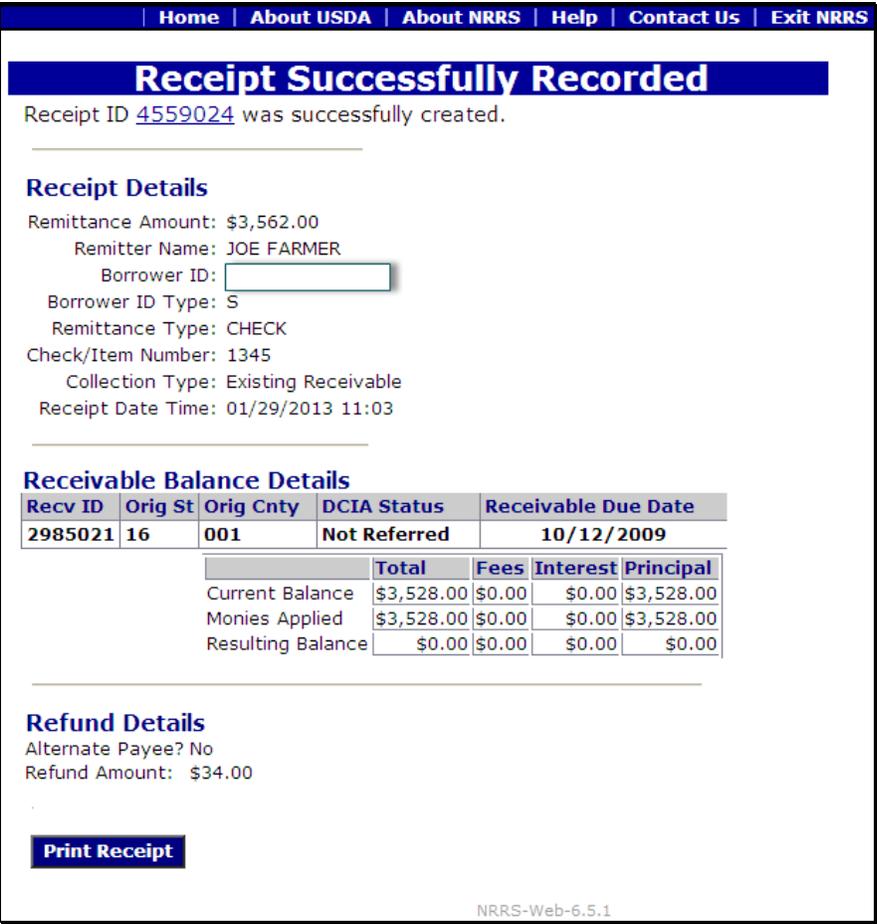
A Creating a Receipt for the New Receivable (Continued)

Step	Action	Result																														
6	<p>On the Confirm Receipt Creation Screen:</p> <ul style="list-style-type: none"> • verify Information • CLICK “Confirm”. <div data-bbox="391 533 1287 1073" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #003366; color: white; text-align: center; padding: 2px;">Confirm Receipt Creation</div> <div style="background-color: #cccccc; padding: 2px; margin-top: 5px;">Receipt Allocation Confirmation</div> <p style="margin-top: 5px;">\$3,562.00 Total Remittance Amount</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="background-color: #cccccc;">Recv ID</th> <th style="background-color: #cccccc;">Orig St</th> <th style="background-color: #cccccc;">Orig Cnty</th> <th style="background-color: #cccccc;">DCIA Status</th> <th style="background-color: #cccccc;">Receivable Due Date</th> </tr> </thead> <tbody> <tr> <td>2985021</td> <td>16</td> <td>001</td> <td>Not Referred</td> <td>10/12/2009</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="background-color: #cccccc;"></th> <th style="background-color: #cccccc;">Total</th> <th style="background-color: #cccccc;">Fees</th> <th style="background-color: #cccccc;">Interest</th> <th style="background-color: #cccccc;">Principal</th> </tr> </thead> <tbody> <tr> <td>Previous Balance</td> <td>\$3,528.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$3,528.00</td> </tr> <tr> <td>Monies Applied</td> <td>\$3,528.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$3,528.00</td> </tr> <tr> <td>Resulting Balance</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Alternate Payee? <input type="checkbox"/> No</p> <p style="margin-top: 5px;">\$34.00 Refund Amount:</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Confirm Back Reset Cancel </div> <p style="text-align: right; font-size: small; margin-top: 5px;">NRRS-Web-6.5.1</p> </div>	Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	2985021	16	001	Not Referred	10/12/2009		Total	Fees	Interest	Principal	Previous Balance	\$3,528.00	\$0.00	\$0.00	\$3,528.00	Monies Applied	\$3,528.00	\$0.00	\$0.00	\$3,528.00	Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00	<p>The Receipt Successfully Recorded Screen will be displayed.</p>
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date																												
2985021	16	001	Not Referred	10/12/2009																												
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Notice FSFL-91

7 Creating a Receipt for the Receivable (Continued)

A Creating a Receipt for the New Receivable (Continued)

Step	Action	Result
7	<p>On the Receipt Successfully Recorded Screen, click either of the following:</p> <ul style="list-style-type: none"> • “Print Receipt” • “Home”.  <p>Proceed to subparagraph B.</p>	<p>The Welcome to the NRRS Home Page will be displayed.</p>

B Create Schedule of Deposit and Process Refund

Prepare the manual schedule of deposit according to instructions in subparagraph 5 F. Verify according to instructions in 64-FI, paragraph 51.

Process the refund payment in NPS according to 1-FI, paragraphs 136 through 140.

County Offices must send an e-mail to Cari McQueen at cari.mcqueen@kcc.usda.gov to:

- provide the new NRRS receipt ID
- request deletion of the original receipt, according to subparagraph 5 B.